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Interlochen Public Library

Grand Traverse County, Michigan

Audit Report

For the Year Ended December 31, 2007

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name Interlochen Public Library	County Grand Traverse
Fiscal Year End 12/31/2007	Opinion Date 04/30/2008	Date Audit Report Submitted to State 05/20/2008	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

YES NO

Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☐ ☒ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)		
Financial Statements	<input checked="" type="checkbox"/>			
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>			
Other (Describe) TOBIN & CO., P.C.	<input type="checkbox"/>			
Certified Public Accountant (Firm Name) 400 E. EIGHTH ST.	Telephone Number			
TRAVERSE CITY, MI 49686-2668				
Street Address 231.077-0151	City	State	Zip	
Authorizing CPA Signature <i>David L. Basler</i>	Printed Name DAVID L. BASLER	License Number 1101013418		

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INTRODUCTORY SECTION

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Comments and Recommendations

We have examined the basic financial statements and the individual fund financial statements of Interlochen Public Library, Grand Traverse County, for the year ended December 31, 2007 and have issued our report thereon. As part of our examination, we made a study and evaluation of the Library's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Library's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

Our study and evaluation made for the limited purpose described above would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal control of Interlochen Public Library taken as a whole. As a result of our examination, we respectfully submit the following comments and recommendations.

Organization and Function

The Interlochen Public Library is organized in accordance with State statutes and is an associate member of Traverse Area District Library. It serves residents of Green Lake Township and Benzie County. It is recognized as a public library by the State Library Board to which it submits annual reports. The District Library is governed by a board elected by Green Lake Township voters. The Board meets monthly.

The Library has numerous volumes available for loan to users. Users must be registered with the Library. Fines are assessed for overdue books.

Revenues consist of a share of Traverse Area District Library ad valorem taxes, penal fines assessed by County courts, State aid, an appropriation from Green Lake Township, earned interest, donations, and other miscellaneous income.

Accounting Records and Procedures

In general, accounting records were maintained in very good order. Recorded revenues were deposited timely and intact. Bank accounts were reconciled on a monthly basis. Our testing disclosed that disbursements were supported by itemized invoices.

The Library contracts with a local public accounting firm which prepares disbursement checks, including payroll, from documentation supplied by the Director, records all receipt and disbursement transactions, reconciles the checking accounts, and prepares monthly financial statements.

It is our understanding that all invoices and employee time records are approved for payment by the Director who forwards this information to the contracted public accounting firm. Firm personnel prepare the actual checks for payment. All vendor checks and paychecks are returned to the Library, and the Board reviews and approves as many of the disbursements as possible prior to distribution according to the Michigan Department of Treasury Local Audit and Finance Uniform Accounting Procedures Manual.

Board Minutes

Board minutes were maintained in good order.

Budgets and Procedures

A budget for the General Operating Fund was prepared and amended as required by law.

Inventory

The Director maintains an inventory of books and periodicals updating it each year to reflect additions and disposals of collection items and periodicals.

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Comments and Recommendations

Insurance and Surety Bond Coverage

Records indicate that the Library has such insurance coverage as fire and extended coverage for buildings, collections, and equipment, general liability. During the audit year, the Library changed insurance carriers at renewal date. It appears a new workmen's compensation policy was not issued at the time. The Librarian and Treasurer are bonded for \$45,000.

After completion of our audit, we will mail the necessary copies of our report to the State Department of Treasury.

We appreciate the courtesy extended our field examiner in the conduct of this audit.

Your confidence is respected. Please contact us if questions arise or assistance is needed.

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FINANCIAL SECTION

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REPORT OF INDEPENDENT AUDITOR

To the Library Board
Interlochen Public Library
Grand Traverse County
Interlochen, MI 49643

We have audited the basic financial statements and General Fund of Interlochen Public Library, Grand Traverse County, as of and for the year ended December 31, 2007, as listed in the table of contents. These basic financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects, the financial position of such funds of Interlochen Public Library, Grand Traverse County at December 31, 2007, and the results of operations in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedule, as identified in the table of contents, is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. The supplemental information has been subjected to the auditing procedures applied to the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a Management's Discussion and Analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.



TOBIN & CO., P.C.
Certified Public Accountants
April 30, 2008

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Interlochen Public Library Statement of Net Assets and Governmental Fund Balance Sheet December 31, 2007

	General Fund	Adjustments (Note 3)	Statement of Net Assets
<u>Assets</u>			
Petty Cash	\$ 125	\$ -	\$ 125
Cash in Bank – Checking	15,369	-	15,369
Cash in Bank – Money Market	30,847	-	30,847
Cash in Bank – Certificates of Deposit	74,855	-	74,855
Cash in Bank – Endowment Fund	45,699	-	45,699
Prepaid Expenses	1,436	-	1,436
Capital Assets, Net of Accumulated Depreciation	<u>-</u>	<u>46,109</u>	<u>46,109</u>
Total Assets	<u>168,331</u>	<u>46,109</u>	<u>214,440</u>
<u>Liabilities</u>			
Current Payables and Accruals	<u>5,227</u>	<u>-</u>	<u>5,227</u>
Total Liabilities	<u>5,227</u>	<u>-</u>	<u>5,227</u>
<u>Fund Balances/Net Assets</u>			
Fund Balances			
Restricted	45,699	(45,699)	-
Unrestricted	<u>117,405</u>	<u>(117,405)</u>	<u>-</u>
Total Fund Balances	<u>163,104</u>	<u>(163,104)</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 168,331</u>		
<u>Net Assets</u>			
Invested in Capital Assets		46,109	46,109
Restricted		45,699	45,699
Unrestricted		<u>117,405</u>	<u>117,405</u>
Total Net Assets		<u>\$ 209,213</u>	<u>\$ 209,213</u>

See Accompanying Notes to Basic Financial Statements

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Interlochen Public Library Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances For the Year Ended December 31, 2007

	<u>General Fund</u>	<u>Adjustments (Note 4)</u>	<u>Statement of Activities</u>
<u>Expenditures</u>			
Library Materials	\$ 34,284	\$ -	\$ 34,284
Salaries, Wages and Fringe Benefits	113,452	-	113,452
Facilities and Equipment	21,240	4,685	25,925
Administrative Services	<u>20,576</u>	<u>-</u>	<u>20,576</u>
Total Expenditures	<u>189,552</u>	<u>4,685</u>	<u>194,237</u>
<u>Program Revenues:</u>			
Charges for Services	3,765	-	3,765
Operating Grants and Contributions	<u>194,039</u>	<u>-</u>	<u>194,039</u>
Total Program Revenues			<u>197,804</u>
Net Program Revenues			3,567
<u>General Revenues:</u>			
Interest	<u>7,595</u>	<u>-</u>	<u>7,595</u>
Excess Revenues (Expenditures)	15,847	(15,847)	-
Change in Net Assets		11,162	11,162
<u>Fund Balance/Net Assets:</u>			
Beginning of the Year	<u>147,257</u>	<u>50,794</u>	<u>198,051</u>
End of the Year	<u>\$ 163,104</u>	<u>\$ 46,109</u>	<u>\$ 209,213</u>

See Accompanying Notes to Basic Financial Statements

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Interlochen Public Library Notes to Financial Statements December 31, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Interlochen Public Library is located in Grand Traverse County and serves Green Lake Township and at least portions of Benzie County.

The Library's basic financial statements include the accounts of all Library operations. The criteria for including organizations within the Library's reporting entity, as set forth in GASB No. 14, "*The Financial Reporting Entity*", includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of activities) report information on all of the activities of the Library. Governmental activities are supported by taxes and intergovernmental revenues and are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Other items not properly included among program revenues are reported instead as general revenues.

The financial activities of the Library are also reported in a separate self-balancing governmental fund described as follows:

General Fund – This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Library. Revenues are derived primarily from ad valorem taxes, penal fines, state aid, and local unit appropriations.

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund and agency fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition of all Library Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred. However, expenditures related to compensated absences are recorded only when payment is due.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

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Interlochen Public Library Notes to Financial Statements December 31, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Budgets

The General Fund is under formal budgetary control. Budgets shown in the required supplementary schedules for this fund were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Library.

For budgetary purposes appropriations lapse at fiscal year end.

E. Capital Assets

Capital assets, which includes property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$2,500 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Land Improvements	20 years
Buildings	40 years
Building Improvements	25 years
Furniture and Fixtures	7 years
Equipment	5 years
Vehicles	10 years

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at December 31, 2007.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. For the year ended December 31, 2007, two Library cost centers exceeded their appropriations without formal budget amendment. This was the result of additional payables per audit adjustment.

NOTE 3 - EXPLANATION OF CERTAIN ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND BALANCE SHEET AND THE STATEMENT OF NET ASSETS

Net capital assets of \$46,109 used in governmental activities are not financial resources and therefore are not reported in the fund.

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Interlochen Public Library Notes to Financial Statements December 31, 2007

NOTE 4 - EXPLANATION OF CERTAIN ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES AND THE STATEMENT OF ACTIVITIES

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over the estimated useful lives and reported as depreciation expense. Depreciation exceeded capital outlay for Library capital assets by \$4,685 for the year.

NOTE 5 - DEPOSITS WITH FINANCIAL INSTITUTIONS

A. Legal Provisions for Deposits and Investments

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1997, states that the Library, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- (1) In bonds and other direct obligations of the United States or an agency or instrumentality of the United States.
- (2) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union complies with subsection (2).
- (3) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after date of purchase.
- (4) Repurchase agreements consisting of instruments defined in (1) above.
- (5) In bankers' acceptances of United States Banks.
- (6) Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (7) In mutual funds registered under the investment company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

B. Types of Deposits

The Library had \$167,338 deposited with a local financial institution at December 31, 2007 with a carrying value of \$166,771. Interpreting the FDIC insurance coverage of \$100,000 of demand deposits and \$100,000 of time deposits per financial institution, the Library had \$51,402 of uninsured deposits at December 31, 2007.

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Interlochen Public Library Notes to Financial Statements December 31, 2007

NOTE 6 - CAPITAL ASSETS

Capital assets of governmental activities consisted of the following:

	Balance 12/31/06	Additions	Deletions	Balance 12/31/07
Land Improvements	\$ 5,440	\$ -	\$ -	\$ 5,440
Building Improvements	48,753	-	-	48,753
Equipment and Furnishings	15,848	-	-	15,848
Total	70,041	-	-	70,041
Accumulated Depreciation	(19,247)	(4,685)	-	(23,932)
	<u>\$ 50,794</u>	<u>\$ (4,685)</u>	<u>\$ -</u>	<u>\$ 46,109</u>

NOTE 7 - INVENTORIES

Interlochen Public Library does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses when purchased.

NOTE 8 - PENSION PLAN

The Library provides no pension plan for employees.

NOTE 9 - CONTINGENT LIABILITIES

There are no known contingent liabilities of the Library.

NOTE 10 - LEASE

The Library rents its facilities from Green Lake Township under a lease commencing January 1, 1999 and renewing each January 1 thereafter until written notice of termination by either party. The Library is responsible for upkeep, repairs and maintenance, utilities and insurance on the leased property.

NOTE 11- COMPENSATED ABSENCES

The Library provides no compensated absences for its employees.

NOTE 12- RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the audit year the Library addressed these risks through the purchase of commercial insurance through a local insurance agent and Frankenmuth Mutual Insurance Company. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

SUPPLEMENTAL DATA SECTION

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Interlochen Public Library Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual General Operating Fund For the Year Ended December 31, 2007

Exhibit A
Page 1

<u>Revenues</u>	<u>Budgetary Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Contributions from Local Units:				
Ad Valorem Tax – TADL	\$ 138,920	\$ 138,920	\$ 138,919	\$ (1)
Penal Fines	37,432	37,432	38,452	1,020
Green Lake Township	7,800	7,800	7,237	(563)
State Grants:				
State Aid	3,600	3,600	3,959	359
Fines and Forfeits:				
Borrower Fines	2,000	2,000	1,785	(215)
Charges for Services:				
Copier, Phone and Fax Fees	1,700	1,700	1,980	280
Interest and Rent:				
Interest	6,000	6,000	7,595	1,595
Other:				
Gifts, Donations, Memorials and Miscellaneous	-	-	5,472	5,472
Total Revenues	197,452	197,452	205,399	7,947
<u>Expenditures</u>				
Direct Costs:				
Salaries and Wages	103,300	104,300	103,687	613
Payroll Taxes	7,500	8,000	7,932	68
Benefits	1,700	2,000	1,833	167
Supplies	8,200	9,000	9,107	(107)
Other Services	1,500	1,500	627	873
Library Materials	35,952	38,952	34,284	4,668
MMLL Processing and Services	1,800	2,050	2,020	30
Total	159,952	165,802	159,490	6,312
Indirect Costs:				
Insurance	4,000	4,000	3,556	444
Utilities	6,900	7,320	6,903	417
Repair and Maintenance	6,800	7,700	7,272	428
Capital Outlay	1,600	2,730	3,509	(779)
Miscellaneous	1,000	1,150	967	183
Contracted Services	8,000	8,750	7,855	895
Contingencies	9,200	-	-	-
Total	37,500	31,650	30,062	1,588

The Notes to the Basic Financial Statements are an integral part of this statement.

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Interlochen Public Library
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Operating Fund
For the Year Ended December 31, 2007

Exhibit A
Page 2

	<u>Budgetary Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Total Expenditures	<u>197,452</u>	<u>197,452</u>	<u>189,552</u>	<u>7,900</u>
Excess Revenues (Expenditures)	<u>\$ -</u>	<u>\$ -</u>	15,847	<u>\$ 15,847</u>
Fund Balance – Beginning of Year			<u>147,257</u>	
Fund Balance – End of Year			<u>\$ 163,104</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.